



# sabine energy

## JOB DESCRIPTION

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**OFFICE:** Houston or Kllgore, TX

**DEPARTMENT:** Operations

**JOB TITLE:** Production Accounting Analyst

**JOB SUMMARY:**

This position reports directly to the Supervisor of Regulatory & Production Accounting. The Production Analyst will be primarily responsible for preparing and handling regulatory forms required by the Texas Railroad Commission (RRC) in support of drilling and field production operations. The position will require both daily and monthly input, allocation, and analysis of produced volumes while effectively working with regulatory consultants as well as internal departments. The Production Analyst will require frequent communication with field personnel, revenue accounting, production operations, and marketing with a primary focus of Texas based assets.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Run, verify, and analyze daily and monthly reports and allocations
- Production reporting to Texas RRC, PR reports.
- File miscellaneous Texas reports; W-10, G-10, R-3, H-10, P-17, P-18
- Read and interpret field flow diagrams
- Build and maintain delivery systems
- Build and maintain field personnel routes
- Liquid run ticket verification - heavy ticket volume
- Ensure compliance with all regulatory and internal policies and controls
- Other duties as assigned

**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Texas production/regulatory experience required
- Louisiana production/regulatory experience a plus
- Minimum 3 years experience in production accounting preferred
- Excellent verbal and writing skills
- Ability to communicate effectively with regulators, consultants and internal personnel
- Highly organized and detail-oriented
- Ability to think critically and exercise excellent judgment and common sense
- Strong research and problem solving skills
- Self motivated, ability to work with limited supervision
- Microsoft Windows and Office Suite, particularly Excel
- Commercial production accounting software, Enertia experience preferred
- Commercial field data gathering software, FDG, FDM, TOW, Evin

**Education or Formal Training:**

- Associates or Bachelors degree in Accounting or Business preferred